
430.92**Handling Correspondence From USDA and MPRO**

Introduction

Correspondence is received regularly from the USDA and MPRO. Much of this correspondence is received through the FNS PartnerWeb website at www.partnerweb.usda.gov or forwarded directly from the United States Department of Agriculture or Mountain Plains Regional Office. Some of this correspondence must be maintained for reference while the rest can be discarded after a period of time. This document describes how correspondence is handled.

Correspondence storage

Correspondence will be stored electronically at <H:\WIC\USDA Correspondence>. Files will be stored according to the appropriate fiscal year and month.

Types of correspondence and retention

The following table shows what type of correspondence is received and how long the correspondence must be maintained.

Type of Correspondence	Length of Retention
Policy and Information Memos	<ul style="list-style-type: none"> In general, information memos provide point-in-time information. Therefore, they will be retained until the end of each federal fiscal year. The policies and info memos will then be reviewed and pertinent memos will be retained. The remaining will be deleted. All policy memos will be retained until replaced by new policy memos.
<ul style="list-style-type: none"> Infrastructure funding requests and Discretionary funding requests Iowa WIC Program reviews Other special projects fund by USDA Other letters and memos 	<ul style="list-style-type: none"> Three federal fiscal years or If the correspondence was for a specific request or project, retain for three federal fiscal years after the request or project was closed out. <p>Note: Any correspondence from the Bureau to MPRO or USDA should be electronically filed at H:\WIC\USDA Correspondence.</p>
Food Cost Reports <ul style="list-style-type: none"> Cost of Food at Home Estimates WIC Foods Cost Changes 	One year
FNS Instructions and OMB Circulars	Retained until replaced with new guidance
FNS Notices	Retained until replaced with new guidance

FNS Authorized Studies

**Authorized
Studies**

FNS may require authorized studies to be completed by the State and local agencies. State and local agencies are required by law to cooperate with FNS in completing any authorized studies

Breastfed Infant Reporting

Introduction

FNS requires the State agency to report the number of fully and partially breastfed infants served by the WIC Program.

**Reporting
format**

The State agency will provide the report via an Excel chart, which is provided by FNS.

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